

Appendix B: More Information About Your Sensitive Data

TYPE OF SENSITIVE DATA HELD BY US	WHAT WE USE IT FOR	LEGAL GROUND	SENSITIVE CATEGORY LEGAL GROUND	GUIDELINE RETENTION PERIOD
Sickness absence and medical information (including records relating to absence and its management, information about any medical condition and doctor's reports and notes) drug and alcohol testing.	Company and statutory sick pay; providing health insurance and/or managing absence and ensuring appropriate cover; considering how your health affects your ability to do your job and considering adjustments, which may involve us seeking medical advice on this; compliance with health and safety requirements.	Legal obligation. Performance of the contract. In our legitimate interest to manage Employees with health conditions, maintain a safe working environment and to manage sickness absence of our workforce and ensure appropriate cover.	Legal obligation/right in relation to employment. Assessment of working capacity In exceptional circumstances, to protect your or someone else's interests where consent cannot be given.	Decided on a case by case basis in accordance with the criteria set out in this Notice.
Family leave (including maternity, paternity, adoption and shared parental leave, parental leave and time off for dependents) (which could include information about your health, religious beliefs, sexual life or sexual orientation).	Facilitating the taking of family related leave; payment of maternity, paternity, adoption and shared parental pay; managing absences and ensuring appropriate cover.	Legal obligation. Performance of the contract. In our legitimate interest to manage absences and ensure appropriate cover.	Legal obligation/right in relation to employment. Assessment of working capacity.	During employment and up to 6 months after employment ends.
Trade union membership.	Payment of trade union subscriptions via payroll deductions; facilitating meetings with union representatives for collective bargaining purposes; compliance with legal obligations to allow time off for trade union activities, training, etc.	Legal obligation. In our legitimate interest to engage with trade union representatives and manage and facilitate time off, etc. for trade union representatives.	Legal obligation/right in relation to employment.	During employment and up to 6 months after employment end.
Equal opportunities and diversity which could include information about your race or ethnicity, religious beliefs, sexual orientation, or health.	To monitor equality of opportunity and diversity in our organisation, comply with company policies.	In our legitimate interest to understand how our organisation is doing with regard to diversity and equal opportunities.	Public interest in monitoring equal opportunities within the workforce.	During employment and up to 6 months after employment ends.

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Biometric data that is used to identify you, e.g. including finger print laptop security or building entry systems.	To ensure security of laptops/to control access to our premises.	In our legitimate interest to maintain the security of our business premises/equipment.	Your explicit consent (given voluntarily – if you do not consent then alternative means of access to buildings/laptops will be made available). If you do consent, you have the right to withdraw your consent at any time, in which case alternative means of access to buildings/laptops will be made available.	During employment and up to 6 months after employment ends.
Criminal convictions/ offences.	<p>When you are working for us, if a criminal conviction comes to light, to assess and investigate the impact, if any, on your continued employment and the obligations imposed upon the organisation. This is assessed, investigated and acted upon in accordance with the disciplinary policy.</p> <p>If convicted of a criminal offence or suspected of having been involved with such an offence whilst on company premises and or against the company, this information may also be shared with other Casino operators.</p>	<p>Legal obligations.</p> <p>Performance of the contract.</p> <p>In our legitimate interest to determine whether to employ individuals with criminal convictions in particular roles.</p>	<p>You have manifestly made the information public.</p> <p>Establishing, exercising or defending legal claims.</p> <p>Public interest in detecting or preventing unlawful acts.</p>	Decided on a case by case basis in accordance with the criteria set out in this Notice.